

# Testing, Adjusting, and Balancing (TAB CT) Seminar

November 3-5, 2025

## This Seminar is Designed for:

- Entry-level professionals who are interested in advancing their knowledge in HVAC and TAB work considering an extensive review to enhance their technical education
- Other Professionals interested in learning about TAB
- Qualified Candidates for the NEBB TAB Certified Technician

---

## Location

**The Peabody**  
149 Union Ave  
Memphis, TN 38103

Registration Deadline: **October 3, 2025**



November 3-5, 2025



**Travis Short, PE**

Travis Short is a Lead Commissioning Specialist for Henderson Building Solutions, a Nationwide Commissioning and Construction Management firm. Travis has 21+ years' experience and received his Bachelor of Science in Mechanical Engineering from the Missouri University of Science & Technology. Travis is a NEBB Certified Professional in both Building Systems Commissioning and Testing, Adjusting and Balancing of Environmental Systems. His capabilities range from large central utility plants to geothermal heat pump technologies and all mechanical systems in-between. His advanced knowledge of Building Automation & Management Systems stems from the fact that he has designed, built, installed, and programmed various systems ranging from HVAC controls to PLC's. He is a published author with chapters in the following: "Web Based Energy Information and Control Systems" and "Web Based Enterprise Energy and Building Automation Systems."



**Brian Sharkey,  
NEBB CP, LEED AP**

Brian Sharkey has worked in the test and balance field since 1991. He began as a test and balance technician while attending the University of Texas in Arlington. After graduating in 1993, he formed his own TAB firm and worked as a NEBB Certified Professional and Operations Manager. In 2018, Brian joined Airadigm Solutions in Denver, Colorado as the firm's Chief Training Officer and provides training, technical expertise, and support to regional offices and the national staff. Working in the industry for 30 years, Brian has tested and commissioned various environmental systems and designs. He is consistently working in the field to train but additionally to keep up with changes in the industry. Brian is a NEBB Certified Professional in Testing, Adjusting and Balancing of Environmental Systems, Sound Measurement, Vibration Measurement and Whole Building Technical Commissioning of New Construction.

## About This Seminar

Building owners and tenants are concerned that environmental performance of buildings must be optimal while operating costs should be minimal. These goals can only be accomplished when a building's HVAC and hydronic systems are properly balanced. Three major steps used to achieve the proper operation of the HVAC and hydronic systems and a desirable climate are testing, adjusting, and balancing (TAB).

### Formulas and Their Use

Formulas are used daily by a TAB professional and should be memorized and applied appropriately as needed. Formulas include ratios of speed vs volume vs pressure vs BHP for air and hydronic systems. Other formulas that become necessary on occasion include V-belt length, BTUH, sensible, latent, and total heat, and others. Attendees will receive a list of commonly used formulas for their use and application.

### Electricity

Attendees will re-familiarize themselves with single vs three phase systems, how to measure voltage and amperage, overload protection, calculation of brake horsepower, and the need for using safe practices and safety equipment for protection while gathering necessary measurements.

### Fan Laws & Curves

Fan affinity laws will be covered, and attendees will review how to apply known data to fan curves. Instructors will discuss individual fan systems as well as fans in series and fans in parallel.

### Pump Laws & Curves

Pump affinity laws and how to apply known data to pump curves will be discussed and demonstrated. Individual pumping systems as well as open systems, closed systems, pumps in series, and pumps in parallel, and NPSH requirements will be covered.

### Air Systems

Various configurations of air systems such as supply, return and exhaust systems as well as constant volume, variable volume heat recovery, induction systems, active chill beam systems, and makeup air systems will be reviewed.

### Psychometrics

The use of a psychrometric chart as it applies to TAB and related to the physical properties of air and the relations of the properties to each other will be reviewed. Attendees will spend considerable time learning to plot psychrometric charts and understand the principles.

### Problem Solving

TAB Professionals identify problems and determine solutions or provide necessary information for responsible parties to address and correct the problem. This involves solid logic capabilities requiring the professional to exercise a systematic approach to the identification and resolution of problems or difficulties exposed by the TAB process.

### Engineering Fundamentals

The course will cover basic Heat Transfer and Fluid Mechanics as they relate to TAB.

### TAB Procedural Standards and TAB Reports

The course will cover the requirements of the NEBB TAB PS and will address what constitutes a NEBB TAB.



## **Monday, November 3, 2025**

**(8 CECs)**

**7:00 am:** Registration

**7:30 am – 5:30 pm:** Heat & Heat Transfer, Fluid Mechanics, and Psychometrics (Lunch provided)

## **Tuesday, November 4, 2025**

**(8 CECs)**

**7:30 am – 4:30 pm:** TAB Measurements, TAB Instruments, Electricity, Motors, Controls (Lunch provided)

## **Wednesday, November 5, 2025**

**(4 CECs)**

**7:30 am – 11:30 am:** TAB Mathematics, Fans, Fan Systems Relationships and Duct Systems

### **Optional Exam Day**

**12:30 pm:** Registration

**1:00 pm - 4:00 pm:** TAB CT Exam



## Travel Information

We recommend all attendees that are unfamiliar with the seminar location or require travel from another location review the following information prior to registering for this seminar

### Hotels

Attendees can make reservations directly with the hotel of their choice. Below is a short list of hotels in close proximity to the training center. Hotel and transportation costs are not covered by the seminar registration fee.

#### The Peabody

149 Union Ave  
Memphis, TN 38103  
(901) 529-4000

[Booking Link](#)

### Airport

#### Memphis International Airport (MEM):

11 miles from the facility; 20 minute average drive time; \$27 average taxi fare.

### Important Dates and Times:

#### Arrival in Memphis, TN

Sunday, November 2, 2025

#### Seminar Dates:

Monday-Wednesday, November 3-5, 2025

#### Optional TAB CT Paper-based Exam

Wednesday, November 5, 2025

### Seminar Location:

#### The Peabody

149 Union Ave  
Memphis, TN 38103

# NEBB NOV. TAB SEMINAR REGISTRATION FORM

## **Registration and payment must be submitted on or before October 3, 2025.**

Pre-registration and payment of fees are necessary to ensure your participation in the seminar.

### **Register Online**

1. Log into your [Certelligence](#) portal
2. Scroll down to “My Events”
3. Select your desired seminar and complete the registration

### **Seminar Fees**

\$1600 TAB CT Seminar Registration Fee  
(Does not include candidacy application or exam fees)

### **Publication Fees**

- \$95 NEBB/ \$125 Non-NEBB: 2019 Procedural Standard for TAB of Environmental Systems - 9th Edition
- \$250/ \$300 Non-NEBB: TAB Technician Manual, 2021 - Third Edition
- \$200 NEBB/ \$250 Non-NEBB: Environmental Systems Technology
- \$245 NEBB/ \$350 Non-NEBB: TAB Professional Home Study Course for CT's

### **Optional Exam Opportunity**

If you are interested in testing after the seminar, please email [certification@nebb.org](mailto:certification@nebb.org) for the candidacy application material. Pre-approval and payment are required before **September 19th**.

### **Cancellation Policy**

Cancellation by registrants, regardless of reason, will be subject to a \$250 service charge to cover NEBB's expenses. A refund of the prepaid registration will be made less the \$250 service charge. No Shows or late cancellations (those who registered for the seminar who do not cancel at least 14 days prior to the seminar and subsequently do not attend the course) will forfeit the entire registration fee unless a replacement can be found. NEBB reserves the right to cancel any seminars having insufficient registrants, in which case, all prepaid registration fees will be refunded in full. Please advise NEBB and your hotel of your cancellation as soon as possible.

## Attendee and Seminar Requirements:

1. Verifiable practical TAB experience.
2. Minimum working capability in mathematics, including geometry and second-year high school algebra.
3. Well-versed in the application of mathematical formulas that are pertinent to TAB.
4. Possess full working knowledge of the instruments required for certification by NEBB.
5. Possess a full understanding of when, where, and how to use the instruments.

### Attendees are required to bring the following to the seminar:

1. Straight edge
2. Hand calculator (with square, square root, cube, and cube root functions)
3. Pencils
4. Laptop/iPad to review course materials.

### Recommended Publications:

To achieve the best learning results, it is highly recommended that attendees read the following publications BEFORE attending the seminar:

- Testing, Adjusting & Balancing Specifications (available for download at [www.nebb.org](http://www.nebb.org))
- 2019 Procedural Standard for TAB of Environmental Systems – 9th Edition
- TAB Technician Manual, 2021 - Third Edition
- Testing, Adjusting, and Balancing Study Course for CTs

### Other:

1. Registrations will be filled on a “first come-first served” basis. Please note that class sizes are limited due to Covid Social Distancing Protocol.
2. Seminar fees include course instruction, lunch, am/pm breaks.
3. Seminar fees do not include anything pertaining to certification.
4. For information on certification or exams please contact [certification@nebb.org](mailto:certification@nebb.org).



## Our COVID-19 Response Plan

Considering COVID-19, NEBB has taken several proactive steps to help ensure the health and safety of our attendees and instructors. Precautions such as constant sanitization of the seminar area, increased attention to high-touch areas in the rooms.

- **We ask that you**
  - Sanitize hands prior to entering the seminar location
  - Avoid shaking hands or engaging in any unnecessary physical contact
  - Signing a waiver prior to the seminar
  
- **Please stay home if**
  - You are experiencing any symptoms of COVID-19 like running a fever, coughing, or shortness of breath, please do not attend the seminar
  - You have been exposed to someone who has tested positive for COVID-19 in the last 14 days
  - You have a compromised immune system or are considered “high risk”

